

Separate Payslips

Client Checklist



Separate Payslips will enable you to create more than one payslip within one pay period. You have the facility to produce up to seven Separate Payslips per pay period. This means that the information on the Main Payslip Screen can be divided into several different payslips.

For example, if you pay Bonuses in December, the December payslip can be divided into two Separate Payslips. One payslip can reflect the Bonus earning and the amount of Tax and UIF calculated on the Bonus, the other payslip can reflect the remaining earnings and deductions. The amounts on the Separate Payslips should always add up to the amounts on the Main Payslip Screen.

Main Payslip			
Salary	8000.00	Tax	3500.00
Overtime	1000.00	UIF	148.72
Bonus	6000.00	Med Aid	400.00
		Net Salary	10951.28

Bonus Payslip

Bonus	6000.00	Tax	900.00
		UIF	60.00
		Net Salary	5040.00

Normal Payslip

Salary	8000.00	Tax	2600.00
Overtime	1000.00	UIF	88.72
		Med Aid	400.00
		Net Salary	5911.28

Note: The amounts on the Separate Payslips should always add up to the amounts on the Main Payslip Screen

It is advisable to use the checklist below whenever you implement Separate Payslips. Ensure that you have completed the action before continuing to the next step.

Steps	Procedure	☒			
Step 1	Planning • How many Separate Payslips will you use during this period? • Which earnings should be included on each Separate Payslip? • Which deductions should be included on each Separate Payslip? • On which date will you print and pay each Separate Payslip?				
Step 2	Activate the Separate Payslip function on the Company Miscellaneous Screen.				
Step 3	Complete the Setup Screen for Separate Payslips: • General • Link Earnings • Link Deductions				
The following steps must be repeated for each Separate Payslip!		1 st ☒	2 nd ☒	3 rd ☒	4 th ☒
Step 4	Do input on the Main Payslip				
Step 5	Print Separate Payslip Validation report				
Step 6	Print Separate Payslips				
Step 7	Print other Separate Payslip Reports (Coinage, Remuneration List, etc.).				
Step 8	Do an ACB Export				
Step 9	Globally Freeze Separate Payslips				